

## Little Traverse Bay Bands of Odawa Indians

### REPOSTED - Job Posting



**Job Title:** Medical Coder (Full Time Remote Position)

**Department:** Health

**Reports To:** Business Office Manager

**Status:** Non-Exempt

**Salary Level:** \$18.15 to \$25.41 per hour / (\$37,752-\$52,853 Annually)

**Level:** B23

**Opens:** February 09, 2022

**Closes:** Until Filled

---

**SUMMARY:** The Medical Coder is responsible for reviewing patient records, ensuring the proper diagnosis and procedure codes are assigned to each visit, and providing feedback to service providers regarding chart deficiencies and corrections, as needed. **This is a full time remote position.**

#### PRIMARY RESPONSIBILITIES:

- Provide excellent customer service to patients and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Performs a comprehensive review of the patient records to assure the presence of all component parts such as: patient and record identification, signature and dates where required, and other necessary data indicated by the nature and type of treatment rendered.
- Performs quality checks and communicates with the appropriate medical provider the document deficiencies identified via RPMS/EHR (Electronic Health Record) notification.
- Uses judgment to adapt and interpret data to meet the data collection requirements accurately and within established time constraints.
- Works closely with the members of the Clinic Staff to perform the ICD-10 and CPT coding activities of the RPMS Coding Queue with the highest possible degree of accuracy.
- Performs timely and accurate coding of the purpose of visit (diagnosis) to the most specific codes available, services provided (procedures and/or evaluation and management level of care) for all ambulatory outpatient encounters.
- Reviews the patient record to ensure consistency and adequacy. Ensures that the final diagnosis accurately reflects the care and treatment rendered. Reviews the patient record for compliance with established third-party reimbursement agencies and special screening criteria.
- Abstracts and interprets data from patient records in preparation for submission of third-party billing claims.
- Updates records to include deleting, changing or adding information to medical records in accordance with Clinic policies.
- Assist in implementing solutions to reduce back-end billing errors.

- Maintains client information in the strictest confidence as medical privileged personal information, following HIPAA and LTBB confidentiality expectations.
- Assists Health Information Manager on troubleshooting medical documentation errors and system updates to ensure data integrity and medical record accuracy.
- All other duties as assigned.

**EDUCATION AND EXPERIENCE:**

High School diploma or G.E.D required. Must be a certified medical coder with a minimum of five years medical coding experience. Associates degree preferred. Previous experience with RPMS system preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be computer proficient. Must be detail oriented and have excellent organizational skills. Must have demonstrated knowledge and education in medical terminology, anatomy and physiology, ICD-10 coding, CPT coding and be certified in ICD-10 coding. Must have strong verbal and written skills and be able to complete routine paperwork. Must maintain confidentiality of all medical records and files. Must be able to perform all job duties with minimal supervision. Must be trustworthy and dependable. Must be able to work capably and professionally under stress. Must be willing to learn the constant changes to RPMS software. Must demonstrate ability to use standard Microsoft Office software such as Word, Excel, and Outlook. Must have Medical Terminology, Anatomy and Physiology courses completed. Minimum of five years of experience in a medical office setting required. Must demonstrate knowledge of HIPAA Privacy rules and regulations. Must have positive work history with former employers, including LTBB, free of multiple disciplinary actions and terminations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be a Certified Professional Coder (CPC). Must possess a valid Driver's License and be insurable for duration of employment.

**COMMENTS:**

Indian preference will apply. Candidates must pass a comprehensive background investigation. Individual must take a TB test, and get annual influenza vaccination due to working in a healthcare environment.